



**HEALTHIER WORKPLACES | A HEALTHIER WORLD**

*Approved July 2021*

## **Catalyst Code of Conduct Policy**

Catalyst is AIHA's exclusive online community in which members can maintain science-based discussions with other professionals from around the world. As a professional online community, members, volunteers, and guests are expected to maintain high standards consistent with the [AIHA's Code of Conduct policy](#). To this end, all individuals are expected to act with integrity and professionalism, demonstrate behaviors that are courteous and considerate of others, and communicate from the perspective of wanting to share or advance the science of our profession.

### **Monitoring and Actions**

1. The Catalyst staff shall review the Daily Digest to ensure that the standards of the community are maintained and that the discussions are appropriate for the Catalyst forum.
2. Any post found to contain political, marketing, or other inappropriate content, is not fact-based, is aggressively negative, and/or includes personal attacks will be reported to the Director, Membership and Professional Community.
3. Members may volunteer to assist staff in reviewing posts and provide recommendations to staff and Board leadership as warranted.
4. Members, volunteers, and guests should consider posting opinions based on a scientific approach, with reference to peer-reviewed research where available. Failure to maintain this standard of care runs the risk of alienating the readership and, worse yet, can undermine the integrity of the profession.
5. Any complaints received by staff will be researched, and any corrective action(s) will be communicated to the parties involved. AIHA members and staff have the option of filing a formal complaint through the AIHA Code of Conduct [Complaint Form](#).
6. Depending on the level of concern, the Director, Membership and Professional Community will first consult with the AIHA CEO. Additional involvement may include the AIHA HR Department and Board leadership as warranted. If the post is removed, a copy will be kept on file and the member will be contacted with an explanation why. Supporting documentation will be kept on file for a period of one year.



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7. If a member continues to disregard the Code of Conduct after being notified once, further offenses can result in:
  - a. 2<sup>nd</sup> offense – the member is placed in moderation for a period of two weeks. Staff will notify the member by email. Supporting documentation will be kept on file for a period of one year.
  - b. 3<sup>rd</sup> offense – access to Catalyst will be suspended for a period of six weeks. Staff will notify the member, the AIHA CEO and the AIHA HR Department by email. Supporting documentation will be kept on file for a period of one year.
  - c. 4<sup>th</sup> offense – access to Catalyst will be terminated pending notification to the AIHA CEO, AIHA HR Department, and the AIHA President. For particularly egregious behavior, termination of membership may result.
8. AIHA Staff and Board reserve the right, based on their judgment, to elevate the response to a higher level in the steps above depending on the severity of the offense.
9. If a formal complaint concerning perceived violations of the AIHA Code of Conduct is received via the online [complaint form](#), an alternative course of action may be prescribed based on the recommendations of the investigation group.